

# **Vendors - Responding to a Solicitation**

The following will guide a vendor through the process of electronically responding to a solicitation, <u>if</u> the electronic bidding option is activated for the solicitation. Some solicitations offered by the City of Fort Worth (City) in BuySpeed will be managed online, including solicitation responses by vendors. Activation of the electronic bidding option shall be at the City's discretion. In BuySpeed, a solicitation is referred to as a **Bid** document.

In order to electronically respond to a solicitation, a Vendor must be a fully registered vendor in BuySpeed and the electronic bidding option must be activated by the City. If the vendor is not registered, they should register by accessing the BuySpeed login screen and selecting **Register**. For vendors who are fully registered, log in with the User ID and Password.

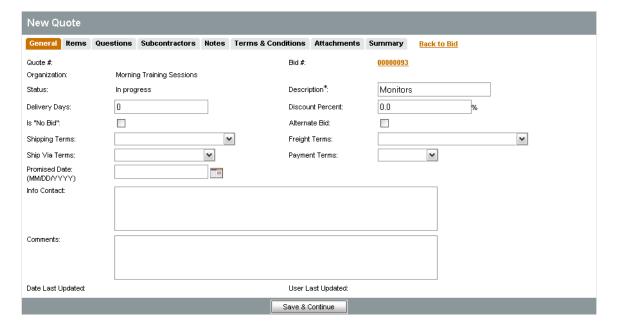
# Creating a Response to the Solicitation

In BuySpeed, a response to a solicitation is referred to as a "quote."

Once you are viewing an active, open solicitation, you can create a response by clicking the **Create Quote** button on the bottom of the screen.



This will display the New Quote screen.



The following provides a description of the fields provided on the **General** tab of the quote. Please note that the \* denotes a required field.

**Quote Number –** Will be auto assigned upon completion of the General tab Same as the bid description. This can be edited to provide a description of your response, if Description appropriate If applicable, number of days for delivery (if response is for an ongoing, orderable set of goods or Delivery Days services) **Discount Percent -**If entered, will apply the discount to all items on quote. If discount is item by item, please use the Items tab Is "No Bid" -Selecting no bid will notify the agency that you do not wish to submit a response Alternate Bid -If the vendor submits multiple quotes, the vendor can flag specific response as "alternate" Terms -Defaults to terms selected during vendor registration. These can be modified by selecting the appropriate term from the drop down menu Promised Date -If applicable, promised date for delivery of the requested good or service (for one-time delivery)





Info Contact – Comments –

Enter Vendor primary contact information for the solicitation response

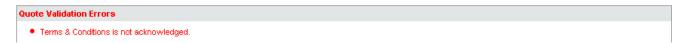
Enter in any comments for the quote. This will display to the buyer and be considered part of your

response

Once the vendor has entered in the necessary fields, click **Save and Continue**. The screen will refresh and a quote number will be assigned.

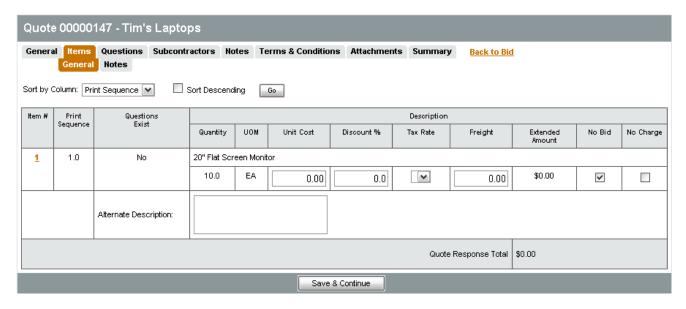
### **Error Messaging**

While working on the quote, the vendor may see red or yellow error messages. Red error messages indicate a something that must be corrected before submitting a response. A yellow warning indicates a component of the response that may be non-standard; however the response can be submitted even if yellow warnings display.



#### **Items Tab**

The items tab is where the vendor will enter pricing information for the items requested.



The following fields allow for the vendor to enter in information:

**Unit Cost** – Enter in the unit cost per item. BuySpeed will automatically multiply the unit cost by the quantity. **Discount Percent** – Enter in the discount for the specific item, if applicable. BuySpeed will automatically calculate the amount

Tax Rate - If applicable, choose the Tax Rate. BuySpeed will automatically calculate the amount

Freight - If applicable, enter the freight

No Bid - If checked, the vendor is not supplying a quote for this specific item

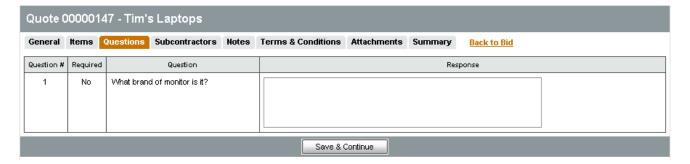
**No Charge** – If checked, the item is considered to be included provided the vendor is awarded the contract **Alternate Description** – An alternate description can be provided, either to supplement the description provided in the State's solicitation or to replace the State's description. For example, you can use this field to indicate if you are providing a different brand, or if your pricing is based on a specific unit of measure that is different than indicated in the solicitation.

Once completed, click Save & Continue



#### **Questions Tab**

The questions tab allows the vendor to respond to questions posted on the bid. Please note that if responses to questions are required, the vendor must respond in order to allow the quote to be submitted. Unanswered questions will generate red error messages.



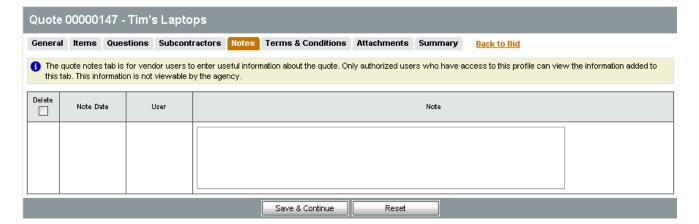
#### **Subcontractor Tab**

If indicated as part of a solicitation, a response may require you to indicate if you are using subcontractors. If subcontractors are used, you may be asked to provide the following information:

- Identify the specific vendor/subcontractor. The vendor must be registered in BuySpeed. You can search for the vendor by clicking Lookup and Add Vendor. If the subcontractor is not registered, they must register prior to submitting your response, or you may be considered non-responsive.
- Provide a proposed dollar amount being paid to the subcontractor if you are awarded the contract.
- Identify whether the subcontractor is a specified category, such as small or minority business.

#### **Notes Tab**

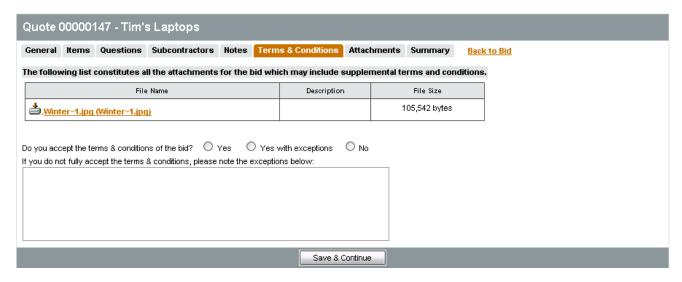
The Notes tab allows vendors to record internal comments. For example if multiple vendor users are working on a response, the Notes tab can be used to track changes from one user to another. Please note the agency issuing the solicitation will NOT see any notes when evaluating the responses.





#### **Terms & Conditions Tab**

The Terms & Conditions tab allows the vendor to view or download any attachments to the solicitation. The vendor is also asked whether or not they accept the terms and conditions of the solicitation.



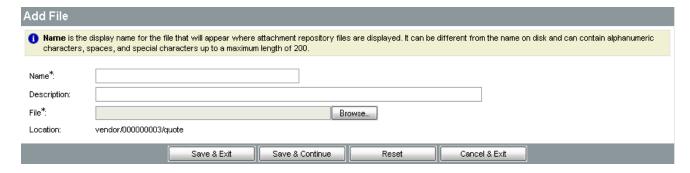
If the Terms and Conditions are accepted, select Yes and click Save & Continue

If the vendor selects Yes with Exceptions or No, the field below becomes required and the vendor must state the reasons for not accepting the Terms and Conditions.

### **Attachments Tab**

The Attachments tab allows the Vendor to add any necessary documentation for the quote. This can include specifications, statement of work, pricing sheets and any other relevant information.

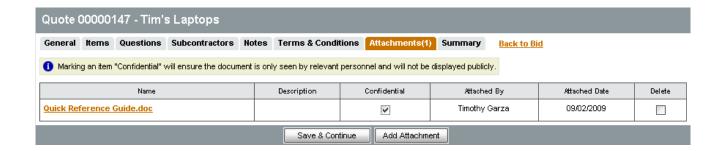
To add an attachment, click Add Attachments. The following screen will appear.



Use the Browse button to search for the file to upload from your computer. Once chosen, the vendor can edit the name of the file as well as giving it a description. Once completed, click Save & Exit.

The Attachments tab will then list all attachments on the Quote. The Vendor may select an attachment and mark it Confidential.





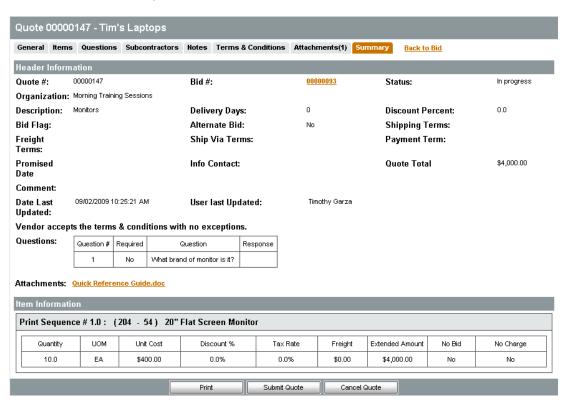
### **Summary Tab**

The Summary Tab is the Vendor's opportunity to review all the information entered on the quote. If any changes need to be made, select the tab to go back to that screen and edit the information.

The **Print** button allows the Vendor to print a copy for records.

The **Submit Quote** button will submit the quote into the system. No changes can be made to the quote unless the vendor withdraws the Quote.

The Cancel Quote button cancels the quote.



# Withdrawing a Quote

Once the quote is submitted, no changes can be made. If changes need to be made either due to an amendment or by vendor decision, the Withdraw Quote button will appear on the Summary tab. Click this button, then choose the Reopen Button at the bottom of the Summary tab if you would like to modify and resubmit the response. The quote will be fully open to make changes.

Please note the quote must again be submitted before the Bid Opening Date/Time or the Quote will not be accepted.

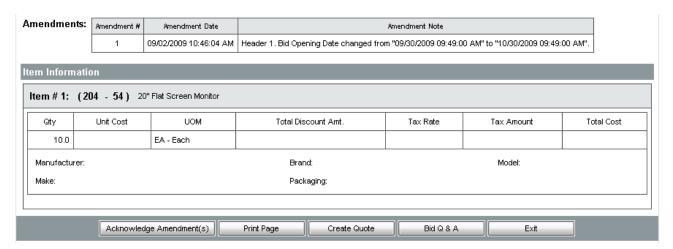


## **Amendments and Acknowledgements**

If the Agency makes an amendment to the bid, the Vendor must acknowledge the amendment. The vendor will receive an email and the amendment will be shown on the Seller homepage. On the bids tab, a new section will appear labeled as Bid Amendments Unacknowledged.

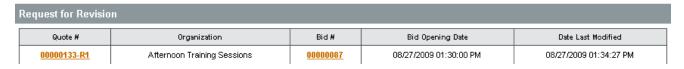


Clicking on the bid number will bring the vendor to the Bid Detail view. Once the vendor has read the amendments, click the Acknowledge Amendments button. Please note that if the Amendment makes a change to the items, the Vendor may wish to withdraw any quotes in the system and make updates based on the Amendment before resubmitting the quote.



#### **Revisions**

Once the bid is officially opened, during the tabulation and evaluation process the Agency may ask the Vendor for a Revision. The Revision may be clarifications or a Best and Final Offer. The vendor will receive an email containing the instructions for the Revision.



On the Seller Homepage, the Request for Revision section will appear. The Vendor can click on the Quote number, and then following the guide above for responding to a bid they can edit and update the revised quote. Once completed, the quote must be submitted via the Submit Quote button on the Summary Tab.